

JOB OPPORTUNITY ANNOUNCEMENT 2010-10

OPEN TO: U.S. Citizen Eligible Family Members (EFMs) ONLY-All agencies

POSITION: ESCORT, FP-9

OPENING DATE: July 15, 2010

CLOSING DATE: July 30, 2010. This closing date will be extended until the position is filled.

WORK HOURS: Part-time or Full-time work schedule; with flexible hours possible

SALARY: *Not-Ordinarily Resident (NOR): US\$29,107 p.a. (annual rate based on full time schedule; part-time rate is pro-rated based on hours.)

Applicant must possess, or be able to obtain a Secret Clearance.

The U.S. Mission in Geneva is seeking individuals for the position of Escort on a flexible, part-time work schedule.

BASIC FUNCTION OF POSITION

The incumbent will perform duties as an Escort for the RSO and/or GSO Offices.

MAJOR DUTIES AND RESPONSIBILITIES:

- Accompany and monitor the char force, outside contractors, and local employees as they work in parts of the building to which they are not normally allowed access. Applicants should be aware that escorts duties occasionally involve accompanying painters or others whose work give rise to odors, dust, etc.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

1. Education: Completion of Secondary school required.
2. Experience: At least 6 months of general work experience is required.
3. Language: Level III (good working knowledge) speaking/reading English is required;
4. Abilities: Ability to be flexible with work hours and to work in various areas of the Mission

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.**
- 2. Current employees serving a probationary period are not eligible to apply.**
- 3. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 30 calendar days of their employment.**
- 4. The candidate must be able to obtain a Secret Security Clearance.**

TO APPLY

Interested candidates for this position must submit the following:

Application for Federal Employment (OF-612)

SUBMIT APPLICATION TO:

Human Resources Office

U.S. Mission, 11, route de Pregny, 1292 Chambesy, Geneva or email to GenevaHR@state.gov

POINT OF CONTACT

Telephone: (022 749 44 27) or IVG 493 4427

FAX: (022 749 40 91)

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

CLOSING DATE FOR THIS POSITION: 07-30-2010

An Equal Opportunity Employer

The US Mission in Geneva provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Clearances:

HRO: E. Flanagan

FMO: S. Ramirez

GSO: D. Fulwiler

MGT: T.Proctor, Acting